



## TOWN OF WAYLAND WARRANT ARTICLE PROCESS: Guide for Petitioners

Citizens have the right to submit articles for consideration by the Town Meeting. Such articles must be in writing and signed by ten or more registered voters for Annual Town Meeting (ATM) or 100 or more registered voters for Special Town Meeting (STM), using the attached form. All petitioners' articles must be submitted in accordance with the law on or before January 15 or such time as may be fixed by the Board of Selectmen, and all such articles for Special Town Meeting must be so presented on or before the date fixed by the Selectmen for closing of the warrant for such meeting. All petitioners' articles having the required number of qualified signatures must be included in the Town Meeting Warrant by state statute.

**The Board of Selectmen and the Finance Committee encourage citizens to work with appropriate Town boards to achieve their goals whenever possible before submitting petitioners' articles. Please review the 2020 ATM Schedule online.**

### ATM Timeline and Process

Date	Action	Responsibility
December / January <i>(2020 DATE is 1/6)</i>	<i>Petitioners should attend the Selectmen's workshop for citizens interested in submitting petition for Annual Town Meeting. Potential articles and the submission process may be discussed with the Selectmen.</i>	Board of Selectmen
On or before January 15 or such earlier time as may be fixed by the Board of Selectmen <i>(2020 DATE IS 1/15 AT 4:30 PM)</i>	<i>Petitioners submit petitioners' articles for Annual Town Meeting both on paper with signatures and by email (to <a href="mailto:thegarty@wayland.ma.us">thegarty@wayland.ma.us</a>) in Microsoft Word. Articles are collected and numbered, and copies are given to the Board of Selectmen, Finance Committee, Moderator, and Town Counsel. Signatures on the petition are verified by the Town Clerk.</i>	Town Administrator
January - March	<i>Petitioners may be asked to meet with the Board of Selectmen. The Selectmen will review articles, determine their order, vote positions on most articles; may meet with petitioners. The Board will discuss substantive articles with petitioners and may attend the Finance Committee's meeting with petitioners.</i>	Board of Selectmen
January – March <i>(2020 FINANCE COMMITTEE WORKSHOP IS 1/22)</i>	<i>Petitioners should attend the Finance Committee's Article Workshop. The Finance Committee meets with petitioners to discuss articles at a public meeting. The Committee may explore alternative means for accomplishing the article's objective. A member of the Committee is assigned to the article to prepare a report for the Warrant, should the Committee elect to do so, including comments, pro and con arguments and the Committee's recommendation to Town Meeting.</i>	Finance Committee
January – March; <i>(ALL INFORMATION IS DUE BY 2/25)</i>	<i>Petitioners may meet with Finance Committee and/or Board of Selectmen to discuss their article; write report of no more than 150 words to be printed in the Warrant if desired and if the Finance Committee prepares a report. Such discussions help to identify issues that require further work on the part of the petitioner as well as to identify arguments for and against passage. While the final due date is <u>Tuesday, February 25, 2020</u>, please note, the Finance Committee does not intend to issue a report and recommendation if the information provided, including maps and exhibits, is materially modified after <u>Monday, February 10, 2020</u>.</i>	Petitioners
January - February	<i>Petitioners may meet with Town Counsel with questions as to legal form. Town Counsel will review articles for form, legislative intent, and procedural compliance and will provide main motion and the quantum of vote required for passage. Town Counsel will not render written opinions or give advice to petitioners about substantive legal issues and will not advise petitioners when there is a potential conflict of interest between the petitioners and the town.</i>	Town Counsel
Approximately 7 days prior to ATM <i>(2020 DATE IS 3/30)</i>	<i>Petitioners should attend the Board of Selectmen's Warrant Article Hearing. Petitioners should attend this workshop to answer any final questions on the article.</i>	Selectmen with Moderator and Finance Committee
ATM	<i>Petitioners make the motion on the article and make a brief presentation on the merits of the article. Procedures for presenting the article are included in the Moderator's Rules and Regulations.</i>	Lead Petitioner